

ASSISTANT CHIEF OF MAINTENANCE

(Promotional Class)

DISTINGUISHING FEATURES OF WORK

This is skilled mechanical work at the journeyman level in the repair and maintenance of departmental automotive and fire fighting equipment. An employee of this class is primarily responsible for personally performing in a skilled manner various tasks in the general repair and maintenance of fire pumps, heavy fire apparatus, automobiles, and other mechanic equipment under normal and also emergency conditions. An employee of this class works under the immediate supervision of the master mechanic. Supervision may be exercised over helpers or other employees assigned. This class ranks immediately below that of Master Automotive Mechanic.

EXAMPLES OF WORK

(Note: These examples below indicate only the general type of work performed in these positions and are not intended to restrict duties of those listed.)

Repairs and maintains heavy and light fire fighting equipment and apparatus in the shop or in the field.

Overhauls and repairs engines, motors, pumps, generators and other mechanical items, makes adjustments and repairs to electric, fuel, hydraulic, and air systems.

Inspects dismantled units and determines which parts are to be replaced or repaired, orders replacement parts and installs them.

Performs skilled repair work in installing timing gears, fitting cranks shafts and bearings, honing cylinders, repairing hydraulic systems and air brakes, rotary, centrifugal, and other types of fire pumps.

Makes annual tests of fire equipment according to established procedures.

Straightens dented fenders and bodies, primes and paints equipment.

Welds various items and tempers steel.

Keep simple records and makes reports.

Performs other related work as assigned or required.

NECESSARY KNOWLEDGES, SKILLS, AND ABILITIES

Good knowledge of the standard practices, methods, tools, and equipment of internal combustion engine repair and maintenance;

Good knowledge of the standard methods, practices, and procedures of the automotive trade;

Good knowledge of the principles and mechanics of internal combustion engines;

Good knowledge of the principles and mechanics of the various types of fire pumps and other fire fighting equipment;

Skill in the use of hand and bench tools and in the operation of machines and testing equipment used in repairing and adjusting motors, pumps, and their parts;

Skill in locating and diagnosing defects in equipment;

Some skill in welding and painting;

Skill in operation of motor equipment and fire pumps;

Ability to estimate the time and quality of repair work and the need of replacement parts;

Ability to read, understand and follow written instructions, plans, manuals, mechanical blue prints, and specifications;

Ability and willingness to supervise and direct subordinates.

QUALIFICATION REQUIREMENTS

Must be permanent and regular employee in good standing in the class of Automotive Mechanic;

Must be not less than twenty-one (21);

Must be a registered voter of the State of Louisiana;

Must have successfully completed a high school education. This requirement does not include departmental employees hired prior to September, 1957.

Must have two years of experience at the journeyman level repairing automotive equipment and pumps.

After offer of promotion, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health

and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

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